

ALABAMA LICENSURE BOARD FOR INTERPRETERS  
AND TRANSLITERATORS  
ADMINISTRATIVE CODE

CHAPTER 488-X-1  
RULES AND REGULATIONS

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**488-X-1-.01      Continuing Education Program.**

A Continuing Education Program requires each Licensed or Permitted Interpreter or Transliterators to earn 2.0 CEU's per a 12month cycle, March 16<sup>th</sup> to March 15<sup>th</sup> of the following year or an aggregate of 8 CEUs in 4 years for those RID certified interpreters enrolled in the Certificate Maintenance Program (CMP) and Associate Continuing Education Training (ACET). Approval will be automatically granted for all workshops endorsed by the Registry of Interpreters for the Deaf (RID) or Gallaudet University. All other workshops for the purpose of earned CEUs will be made through written request to the board for approval. Duplication of courses/workshops/independent study will not be allowed. CEU's must consist of at least 1.5 out of 2 CEU's in Professional Studies. No more than 1.5 CEUs may be earned through Independent study per cycle with respect to professional studies approved by RID.

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**488-X-1-.02      Fees.**

(1) Nonrefundable fees are as follows:

(a) Application fee:	\$50.00
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(b) Initial and Renewal fee for Licenses:	\$175.00
(c) Initial and Renewal fee for Permits:	\$125.00
(d) Returned check fee:	\$35.00
(e) Late fee	\$100.00
(f) Replacement of License or Permit:	\$25.00
(i) 90 Day Exemption Permit	\$50.00
(j) Reinstatement Fee	\$25.00

**Author:** The Alabama Board of Interpreter and Transliterators

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### 488-X-1-.03      Board Meetings.

(1) Meetings shall be conducted in the following manner:

- (a) Board administrator and chair will set agenda.
- (b) Items may be added to board agenda by notifying board administrator in writing including subject to be discussed-two weeks prior to said meeting.
- (c) Comments made, by person requesting appearance, before the board will be limited to ten (10) minutes for each requested item on the agenda. The ten (10) minute limit can be delegated to two or more persons at the discretion of the participant.
- (d) Audience comments cannot be made without being recognized by the Chair.

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### 488-X-1-.04      Initial License.

(1) This license limits the license holder to providing services in the specific area for which the License has been issued.

(2) Prior to and not later than March 15<sup>th</sup>, applicants for initial license shall submit all of the following:

- (a) A notarized application for licensure,
- (b) The payment of a nonrefundable fee,

- (c) Documentation of GED, high school diploma, college diploma or certified college transcripts.
- (d) A current RID certified membership card,
- (e) Proof of citizenship and
- (f) Proof of citizenship form
- (g) Notarized copy of documentation of applicant's passing a board approved code of ethics exam if applicant was certified after 1-1-95.

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**488-X-1-.05****Renewal of License.**

(1) All licenses granted by the Alabama Licensure Board of Interpreters and Transliterators shall expire after March 15<sup>th</sup>. Prior to and not later than annual expiration date of March 15<sup>th</sup>, an application for renewal shall include all of the following:

- (a) A notarized application for license,
- (b) The payment of a nonrefundable fee,
- (c) A current RID certified membership card and
- (d) Documentation of applicant earning 2.0 CEUs within the last 12 month cycle or documentation of applicant adhering to the RID Certificate Maintenance Program by including a copy of applicant's most recent CMP/ACET record.

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**488-X-1-.06****Permit.**

(1) A permit limits the holder to provide services in specific areas for which the permit has been issued. Applicants who do not meet the requirements for licensure shall apply for a permit. A permit may be obtained by submitting all of the following:

- (a) A notarized application for a permit,
- (b) One of the following:
  - (i) GED, High school Diploma or Certified transcripts
  - (ii) College diploma or college certified transcripts
- (c) The payment of the nonrefundable fee,

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(d) Documentation the applicant has passed either a RID approved ethics or written knowledge exam, or the Jacksonville State University Interpreter Knowledge Skills Assessment,

(e) Documentation the applicant has passed one of the following performance assessment tests:

(i) Georgia Quality Assessment (GAQA) levels 3,4,5

(ii) Florida Quality Assessment (FLQA) level 3

(iii) Educational Interpreter Evaluation (EIE) level 3

(iv) Mississippi Quality Assessment (MSQA) level 3

(v) Educational Interpreter Performance Assessment (EIPA) levels 3.0 to 3.9

(vi) Kansas Quality Assessment (KSQA) level 4 or higher

(vii) Any other performance assessment test approved by the Board

(f) Proof of citizenship and

(g) Proof of citizenship form

**Author:** The Alabama Board of Interpreter and Transliterators

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### 488-X-1-.07      Permit Renewal

(1) Prior to and not later than March 15th, renewal of any *initial* permits must be done, the year following *initial* application, by submitting the following:

(a) A notarized application for a renewable permit

(b) The payment of the nonrefundable fee

(c) Documentation of earning 2.0 board approved CEUs within the previous 12 month cycle ending March 15th of year of application.

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### 488-X-1-.08      Non-Renewable Permit

(1) A non-renewable permit will expire twelve (12) months after the issuance date. The non-renewable permit limits the permit holder to providing services in the specific area for which the non-renewable permit has been issued. This permit cannot be renewed. A non-renewable permit may be obtained by submitting the following:

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- (a) Notarized application for the non-renewable permit,
- (b) The payment of the nonrefundable fee,
- (c) One of the following:
  - (i) GED, High school Diploma or Certified transcripts
  - (ii) College diploma or college certified transcripts
- (d) The Board approved recommendation forms from three (3) licensed/certified Interpreters attesting to the skill level of the applicant,
- (e) Proof of citizenship and
- (f) Proof of citizenship form

**Author:** The Alabama Board of Interpreter and Transliterators

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### **488-X-1-.09      Deaf Interpreter & Transliterators Exemption request**

(1) A Deaf Interpreter and Transliterators Permit will be issued only to a person who is deaf. A Deaf Interpreter Permit may be obtained by submitting the following:

- (a) Notarized application for the Deaf Interpreter Permit,
- (b) One of the following:
  - (i) GED, High school Diploma or Certified transcripts or
  - (ii) College diploma or college certified transcripts
- (c) Documentation from a licensed practicing physician stating that you are legally deaf,
- (d) Proof of Citizenship and
- (e) Proof of citizenship form

**Author:** The Alabama Board of Interpreter and Transliterators

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### **488-X-1-.10      Deaf Interpreter & Transliterators Exemption Renewal**

(1) A Deaf Interpreter and Transliterators Permit shall expire annually on March 15<sup>th</sup>. In order to renew the permit, the permit holder must:

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(a) Prior to March 15<sup>th</sup> of each year, submit a notarized application for Deaf Interpreter and Transliterators Permit Renewal, and

(b) Provide documentation of earning 2.0, board approved CEUs within the previous twelve (12) month cycle ending March 15<sup>th</sup> of year of application.

**Author:** The Alabama Board of Interpreter and Transliterators

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### **488-X-1-.11              Exemptions.**

(1) In certain Limited Circumstances for hearing Interpreters & Transliterators the board may grant exemptions status from licensure or permitting for a period of ninety (90) days for only the following reasons:

(a) A catastrophic emergency, including protracted illness under the care of a physician, reasonable precludes the meeting of CEU requirements or compliance of testing in a timely manner to receive certification before March 15<sup>th</sup>. Failure to receive test results shall not be grounds for this exemption.

(b) Service by a military person on active duty in the Armed Forces of the United States. Which precludes them from reasonably completing the requirements for licensure or Permitting.

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### **488-X-1-.12 Complaint Procedures**

(1) Upon self-disclosure or receipt of a written complaint to the ALBIT Board, alleging that an Interpreter or Transliterators has violated a statute or rule, the Executive Director shall perform a preliminary review to determine if there is merit and sufficient evidence to warrant formal proceedings. Complaints must be submitted to the Board within ninety (90) days of the alleged occurrence.

(2) When the Executive Director determines there may be merit and sufficient evidence exists to warrant proceedings, an investigative committee shall be formed consisting of one (1) Board member, one (1) Board counsel, and the Executive Director.

(a) When the Board receives self-disclosure or receipt of a written complaint being filed against a licensee or unlicensed Interpreter or Transliterators, the Board or its designee shall provide the respondent with the allegations. The Interpreter or Transliterators may submit, to the Executive Director, a written response and any supporting documentation.

(b) The committee shall review the complaint and other information submitted to determine if further investigation is warranted.

- (i) If further investigation is warranted, an investigator may be retained. The investigator shall work under the direction of the Executive Director to conduct further investigation;
  - (ii) At the conclusion of the investigation, the investigator shall submit an investigation report to be reviewed by the investigative committee, which has the authority to act on the report.
  - (ii) The investigative committee shall send written notification to the complainant and Interpreter or Transliterators against whom the complaint was made of any action it decides to take in response to the investigation report.
  - (c) If the committee determines that an investigation is not warranted, the Executive Director may close the investigative file, The Executive Director shall notify the complainant and the Interpreter against whom the complaint was made that the investigation has been closed.
- (3) When a preliminary review discloses that further investigation is not warranted, the complaint will be brought to the Board for dismissal with out any further action.
- (4) Board Action Following Investigation, the Board or its authorized designee shall have the power to act on the report of the investigation as follows:
- (a) Dismiss the complaint.
  - (b) Enter into settlement negotiations.
  - (c) Commence disciplinary proceedings.
  - (d) Accept voluntary surrender of a license or Permit

**Author:** The Alabama Board of Interpreter and Transliterators

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#### **488-X-1-.13**

#### **Reinstatement of License.**

- (1) Any licensed interpreter or Transliterators in good standing who renews a license within forty five (45) days of the close of the renewal cycle may be granted reinstatement upon submission of:
- (a) Payment of reinstatement fee, renewal fee, and late fee
  - (b) Documentation of applicant earning 2.0 CEUs within the last 12 month cycle or documentation of applicant adhering to the RID Certificate Maintenance Program by including a copy of applicant's most recent RID CMP/ACET record.

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(c) Licensure application

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### **488-X-1-.14              Reinstatement Of Permit.**

(1) Any Permitted Interpreter or Transliterator in good standing who renews a Permit with in 45 days of close of the current renewal cycle may be granted reinstatement upon submission of:

(a) Payment of reinstatement fee, renewal fee, and late fee

(b) Documentation of completion of CEUs for every year a previous permitted has failed to renew or equivalent to 2.0 CEUs per year and

(c) Permit application.

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### **488-X-1-.15              Licensure/Permit Limitations**

1. Licensee holder has valid national certifications approved by the National Registry of the Interpreters for the deaf (RID) and the National Association of the Deaf (NAD). Holders may Interpret or Transliterate in any appropriate setting.
2. Permit holder has passed a written code of ethics test and passed a state quality assessment test approved by the ALBIT board. A Permit holder is qualified to interpret in limited settings (cannot work in a legal setting)
3. Non Renewable Permit holder is considered an entry level Interpreter having submitted no approved credentials but is legally allowed to work for one (1) year in limited situations while working to obtain credentials needed to earn a Permit or License.
4. Educational Permit although having no credentials required, holder has original permit application approved prior to March 15, 2000, has kept the permit current, and is permitted to provide Interpreting and Transliterating services only in the public education (K-12) setting.

**Author:** The Alabama Board of Interpreter and Transliterators

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### Appendices I

#### Forms List

License Application

License Renewal Application

Non-Renewable Permit Application

Permit Application

Renewable Education Permit

Consumer Complaint Form

90 day Permit

Deaf Interpreter & Transliterators Permit

Change of Information Form

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